



Club Operations Assistant

Announcement # JB-11-026

Salary: \$12.17-18.00 per hour Series/Grade: NF-0303-02
Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: Bolling Club, JB Anacostia-Bolling

OPENED: 1 February 2011
CLOSES: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE (0-40 HOURS PER WEEK) NO BENEFITS OFFERED

Submit required forms OF-612 AND OF-306 (forms available for download on <http://cnic.navy.mil/NDW/About/Jobs/> To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to: (202) 404-7077

DUTIES AND RESPONSIBILITIES

Monitors operations of a club or assigned area, normally during absence of the club manager and/or assistant manager, and normally at night or on weekends. Responsible for the issue, receipt, and control of cash. Makes unscheduled cash counts. Prepares reports of significant occurrences during the shift. Assures patron satisfaction by resolving complaints and other customer issues. Inspects and secures facility at the end of the shift. Maintains and enforces security for funds, merchandise, supplies, equipment and property in accordance with directives and regulations. Must be alert to alcohol abuse and take appropriate action. Performs other related duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED

A minimum of one year experience which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required. Familiarity with cash handling procedures and sales operation. Ability to communicate both orally and in writing, and to provide work direction to other employees. Must be able to obtain a valid health card. Incumbent must be able to obtain access to base computer system if applicable. Position is subject to satisfactory completion of a background investigation.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>